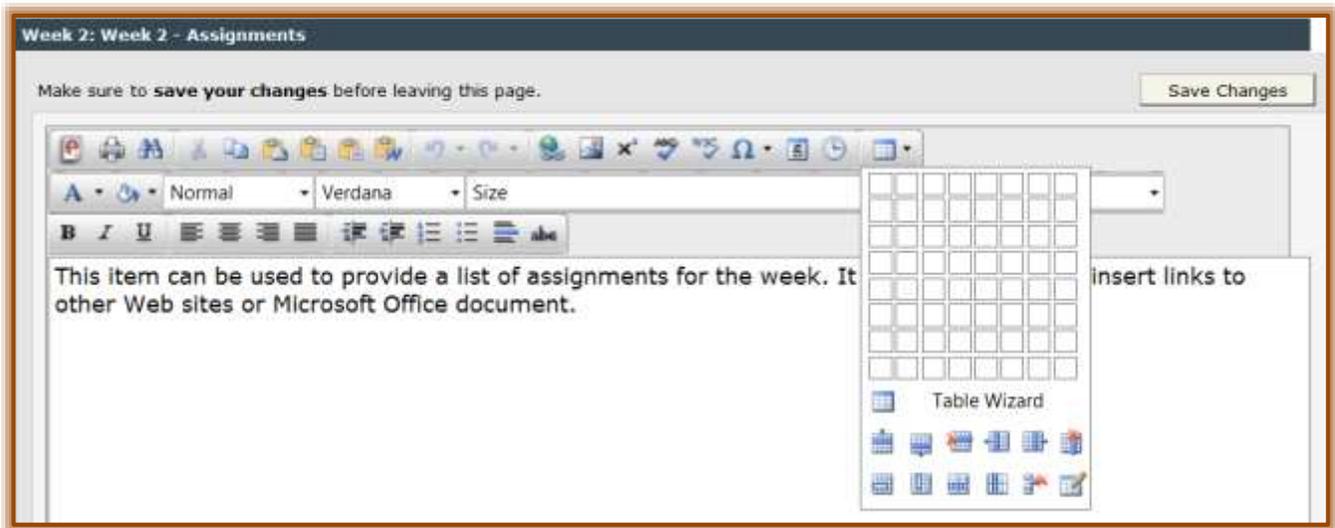


## Create One Cell Table

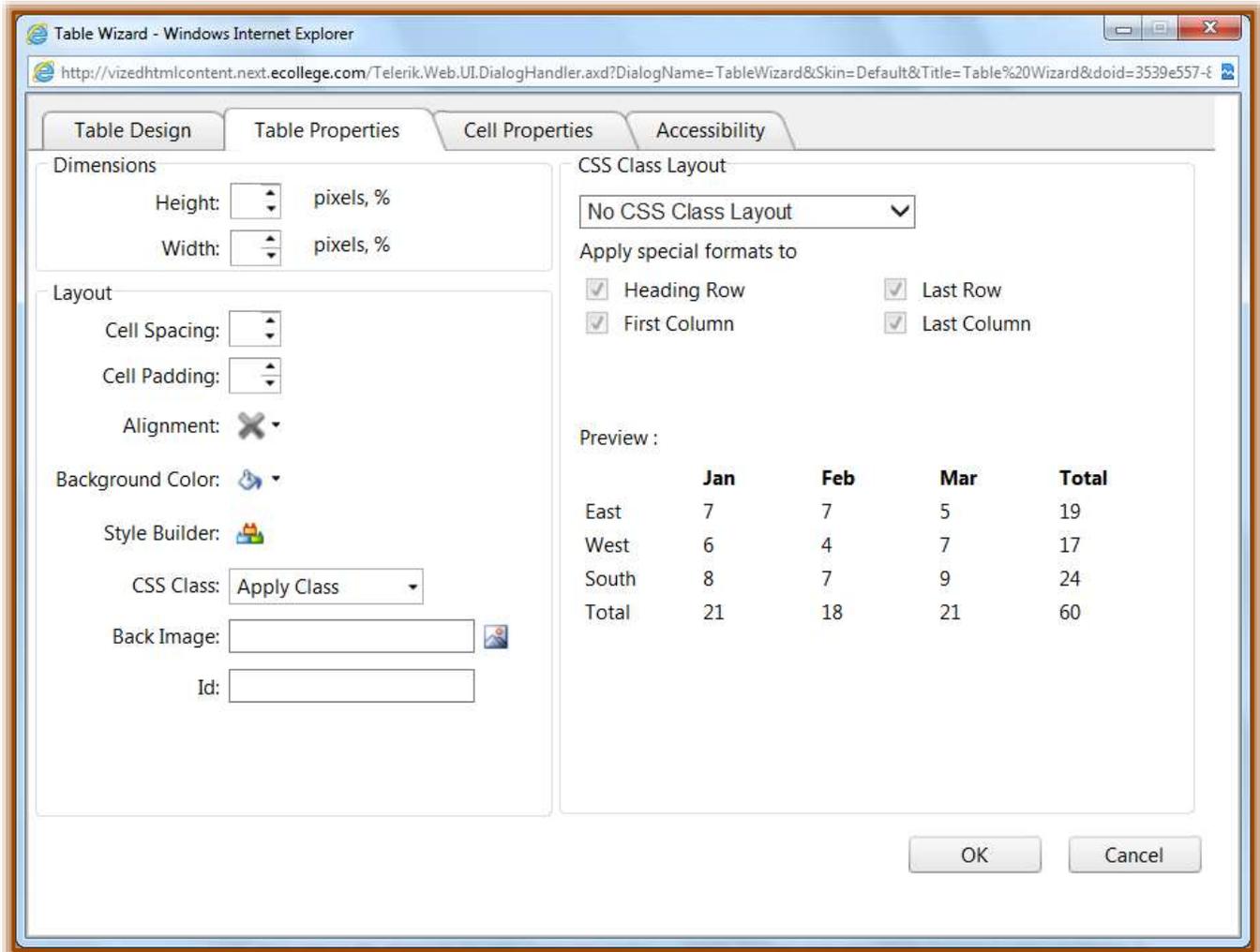
Placing a simple 1x1 table on a page allows material to be presented to course participants in an attractive way, which enhances readability and usability. You can create a 1x1 (one column by one row) table by following the directions below. Tables can only be created when the Text/Multimedia Content Item is used or within a Threaded Discussion topic.

- ✦ Go to the course page where the table is to be added.
- ✦ Click the **Author** tab to go into the authoring mode.
- ✦ Place your cursor in the **Visual Editor Textbox** at the location where the table is to be inserted.
- ✦ Click the **Insert Table** icon in the **Toolbar** (see illustration below).



- ✦ Next, click the first box in the row and column of the table grid to create a 1x1 table on the page.
- ✦ The table will appear in the **Visual Editor** with only one cell.
- ✦ What you want to accomplish is a table that takes up most of the width of the page while still leaving some margin. To accomplish this:
  - ★ Place your cursor inside the small table and right click the mouse button.
    - Click the **Save Changes** button before completing these steps.
    - If you click the **Allow Once** message that appears at the bottom of the page without saving the table, you will lose all your changes.
  - ★ From the menu that appears, select **Table Properties**.
    - The **Allow Once** message will appear at the bottom of the page.
    - If the information has been saved, click **Allow Once**.
    - If the information has not been saved, click the **Close** button and **Save** the information.
    - Select **Table Properties** a second time.
  - ★ The **Table Wizard** window will display (see illustration on next page).
  - ★ In the **Table Wizard** enter **90%** in the **Width** textbox.
  - ★ Do one of the following:
    - In the **CSS Class Layout** list, select a layout for the table.
    - Click the **Background Color** button to select a background color for the table.

- ★ Click the **Style Building** button to apply a border color to the table.
- ★ Click the **OK** button in the bottom right corner of the wizard box to save the changes.
- ✚ Place your cursor inside the now wider table. Do one of the following:
  - ★ Hit the enter key on your keyboard a few times to give the table more height.
  - ★ Insert text or paste text into the table.
- ✚ Click the **Save Changes** button while in **Author** mode to save the page with your table on it.



You are now ready to complete the page by entering the page content of text, graphics, links, etc. As you see, the table leaves a margin on the page that enhances readability and usability for your students.